

FIRE WELLNESS/FITNESS COORDINATOR

DISTINGUISHING FEATURES

The fundamental reason the Fire Wellness/Fitness Coordinator exists is to manage various programs relating to the health and fitness of the members of the Scottsdale Fire Department. Develops curriculum and instructs a wide range of wellness courses to employees with varying fitness levels. This classification is not supervisory. Work is performed under independent supervision by a Deputy Fire Chief.

ESSENTIAL FUNCTIONS

Plans, organizes, and directs the activities of the wellness program components to include: annual medical exams, annual fitness evaluations, peer fitness, and fitness-related training and education.

Inspects, monitors, and evaluates information, work-related conditions, or health and wellness equipment to determine compliance with prescribed operating and safety standards.

Conducts and coordinates individual fitness evaluations and develops individual fitness plans.

Manages the annual medical exam contract and coordinates employee participation. Components of this contract include a medical physical exam, immunizations, and vaccinations for designated department personnel.

Maintains immunization, vaccination, and fitness records.

Manages contracts and other formal relationships with designated fitness facilities to provide operationally reasonable fitness support to all on-duty, designated department personnel.

Directs Health Fitness Instructor Peer Fitness Trainers to develop health, fitness and safety training for all department members.

Instructs health, fitness, and safety courses for Firefighter-Recruits and other personnel.

Develops departmental and divisional policies and procedures, short and long term objectives, and strategic planning for wellness programs.

Conducts research and analyzes data to determine if members are fit for duty or need additional assistance through a health care professional.

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities

Knowledge of:

Theories, principles, and techniques used to perform and analyze fitness evaluations,.

Trend identification and analysis.

General budgeting processes

Federal, state and fire industry regulations and standards related to fire industry health, safety and fitness

Principles, practices and techniques for adult education and employee training.

Principles and practices of effective communication.

Microsoft Office products, in particular Word, Excel and Powerpoint.

Ability to:

Plan, organize and coordinate annual member evaluations

Develop curriculum and training materials

Effectively deliver training programs.

Train and direct Wellness Team members.

Prepare quarterly and annual reports.

Operate a variety of standard office equipment including a computer, a variety of computer software, copy and facsimile machines, telephone, calculator, and material handling equipment that requires continuous and repetitive arm or hand and eye movement.

Produce written documents with clearly organized thoughts using proper sentence construction, punctuation and grammar.

Comprehend and make inferences from written material and verbal and/or complex written instructions.

Communicate courteously and respectfully both orally and in writing.

Establish and maintain effective working relationships with co-workers, vendors and City staff at all levels.

Maintain regular consistent attendance and punctuality.

Education & Experience

Any combination of education and experience equivalent to a Bachelors Degree in Exercise Science/Wellness, occupational Health, Safety, Toxicology, Industrial Hygiene, Biology, or a related field. Five years experience in the health and fitness field. Certification as an American Council on Exercise (ACE) peer fitness trainer is also required.

Special Requirements

Must have a current, valid Arizona driver's license. No major driving citations in the last 39 months for all driving positions.

FLSA Status: Exempt

HR Ordinance Status: Unclassified